


# Consultation Distributions

Project Development and Environmental Analysis Branch		Approved: 6/16/11 Version 1.1
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## **Purpose**

The purpose of this procedure is to establish the standard procedure for distributing Right of Way and Construction Consultations.

## **Background**

None

## **Responsibility**

The following people, at a minimum, are involved in this procedure.

-  PDEA Project Planning Engineer

## **Procedures**

1. Once the consultation has all of the required signatures, scan and create a pdf of the signed consultation. Reference How to Make PDF's for guidance on producing pdf's.
2. Load the pdf into Project Store. The document should be placed in the correct STIP number structure under PDEA/Project Development/Documents.
3. Email a pdf of the consultation to the FHWA Area Engineer.
4. Send an email to the following people notifying them that the consultation has been signed and provide the link to where it can be found in [Project Store](#).  
Sample text is included below.
  - a. Amanda Gilliam (Amanda will print and place in Art's files)
  - b. Debbie Barbour
  - c. Victor Barbour
  - d. David Rhodes
  - e. Ron Hancock
  - f. Virgil Pridemore
  - g. Majed Al-Ghandour
  - h. Randy Garris
  - i. Greg Thorpe
  - j. Any staff listed under the V. Coordination section on the actual consultation (e.g. Project Design Engineer, Permits Section, and others as applicable)

Suggested Email Text (the underlined parts will change based on project):

The right of way (or construction) consultation for STIP Project B-4147 (Bridge Nos. 75 & 76 over Right Prong Mud Creek and Left Prong Mud Creek on SR 1123 in County) was signed on February 28, 2011 and has been placed in Project Store at

NOTE: You no longer need to make 2 hard copies to give to the Front Office to be filed. However, do make a hard copy to be placed in your project files.

## Contacts

- For suggestions to change this procedure contact: Karen Capps, [kbcapps@ncdot.gov](mailto:kbcapps@ncdot.gov)
- For questions about performing this procedure contact: Missy Pair, [mpair@ncdot.gov](mailto:mpair@ncdot.gov); Michelle Carroll, [macarroll@ncdot.gov](mailto:macarroll@ncdot.gov)

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